[PARENT NAME]

[PARENT ADDRESS]

DATE:

Dear PARENTS NAME,

The Education Act 1996 requires parents to ensure that their children receive an efficient full-time education. The law says that parents/carers whose children are absent from school without good reason are committing an offence. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment.

The Local Authority Attendance Team operates the fixed penalty notice system, whereby any pupil who accrues at least 9 sessions (4.5 school days) of unauthorised absence over 6 school weeks could lead to legal intervention. Our records show that you have already received a Fixed Penalty Notice this academic year in relation to [CHILD NAME]’s unauthorised absence. Since the Fixed Penalty Notice was issued, [CHILD NAME]’s has missed a further [NUMBER OF SESSIONS/NUMBER OF DAYS] sessions through unauthorised absence. His/her year-to-date attendance is currently XX%.

I am writing to you to advise you that any further unauthorised absence could lead to another referral to the Local Authority Attendance Team. As you have already received a Fixed Penalty Notice this academic year, the Local Authority may decide not to issue a second Fixed Penalty Notice and may instead prosecute you under Section 444 (1A) of the Education Act 1996; (1) the parent knows that his child is failing to attend regularly at the school and fails to cause him to do so, he is guilty of an offence. The maximum sentence for this offence is a fine of up to £1000.

Please consider this if you are planning any time away in term time during the rest of this academic year, and please contact [INSERT SCHOOL CONTACT] if you require any support with ensuring [CHILD’S NAME] regular school attendance.

Your sincerely,

[Name]

Head Teacher